



TRAINING OPPORTUNITY
Detrick Center for Training and Education
Excellence
Fort Detrick, MD

Course Title: Better office skill tips for **intermediate** level Word users.

Dates/Hour/Location: 8 March 2006/Hours: 0800-1600,
/location: Computer Room #3, DCTEE, Building 1520 Freedman Drive, Fort Detrick.

Course length: 1 day

Registration Deadline: 1 March 2006

Cost: \$91.67, course is limited to 12 students

Vendor/Address: All Technologies, Inc, 5726 Industry Lane, Frederick, MD 21704

Course Overview: In the first course in this series, Microsoft Word 2003: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Word 2003 elements. In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.

Course Objective: You will add complexity to Microsoft® Office Word 2003 documents and create personalized efficiency tools in Microsoft® Word 2003.

Target Student: This course was designed for persons who can create and modify standard business documents in Microsoft® Word 2003, and who need to learn how to use Microsoft® Word 2003 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2003.

Target Audience: Military, DA civilian personnel

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or
E-Mail: USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).